

**ARTICLE 41**  
**SALARY SCHEDULE AND RELATED MATTERS**

**A. Computation of Salaries.**

It is mutually agreed that the compensation schedule in effect October 1, 2001, will be the compensation schedule used in determining rates of pay for Bargaining Unit employees covered by this Agreement.

**B. Pay Periods.**

In a calendar year, there will be at least twenty-six (26) pay periods. A pay period is defined as a biweekly period consisting of fourteen (14) days, beginning on a Sunday and ending on a Saturday.

**C. Pay Days.**

Pay days will occur every second Thursday and will include wages earned in the immediate past pay period in accordance with current practice. Every effort will be made to correct payroll errors which occurred in previous pay periods in the employee's disfavor and include pay due the employee due to such errors in the next pay warrant following the error and correction.

Imprest Cash vouchers will be used whenever possible to correct serious errors. The Employer upon determination that an overpayment has been made, will immediately in writing notify the employee. Employees are obligated immediately to notify the Employer in writing of any under or overpayment. The employee shall be required to repay any and all overpayments received resulting from clerical error or misrepresentation by the employee. Overpayment liability will be limited to any compensation earned after the date the employee is notified of the overpayment notice in those instances where the overpayment resulted from a violation or misinterpretation of Civil Service Rules by the Employer or Civil Service Commission and the employee performed in good faith the duties and responsibilities. In the case of Employer overpayments not immediately noticed by either the employee or Employer that would create hardship on the employee if immediate full reimbursement were required, a payment schedule may be mutually arranged.

**D. Authorized Payroll Deductions.**

The Employer agrees to continue to provide payroll deductions for employees in the following categories:

Dental Insurance  
Life Insurance  
U.S. Bonds

Union Dues/Fees  
Deferred Compensation  
Mandatory Child Support deductions

Income Protection Insurance	(when ordered by a court)
Credit Union	Time purchase for retirement
Vision Care Insurance	(in accordance with current practice)
Medical Hospitalization Insurance	Parking fees
	(state operated parking lots)

It is understood and agreed that additional authorized deductions may be made by the Employer and shown on the check stub as payroll deductions. The parties agree to pursue the possibility of reporting to employees the year ending amount of union dues/fees paid by employees in these Units. All authorized deductions are subject to sufficient earnings. Nothing provided herein shall prohibit the Employer from making deductions in accordance with court orders of a court of competent jurisdiction or other legal orders served on the Employer.

Except as provided in Article 6, Section D, deductions will be made only upon receipt of a properly authorized deduction form and in accordance with the priorities established in Article 6, Section A. Deductions will commence as soon after receipt of an authorization as possible. Present administrative convenience and practice will prevail. The Employer agrees to effect deductions listed in this Section without administrative cost to the employee or MSEA. Once commenced a deduction authorized by the employee shall continue until the appropriate written stop order is received.